



General Services Administration
National Capital Region
Washington, DC 20407

DD/A Registry
88-1569X

JUL 18 1988

Mr. William F. Donnelly
Deputy Director for Administration
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Donnelly:

This letter is to advise you that requests for reimbursable work to be charged to current year appropriations must be submitted to the General Services Administration (GSA) in time to allow complete processing prior to September 30, 1988, of the current fiscal year.

Near the end of each fiscal year, GSA experiences a sharp increase in the number of Reimbursable Work Authorizations (GSA Form 2957) submitted for major reimbursable alteration projects. For these Reimbursable Work Authorizations to constitute valid current year obligations of the requesting agency, the following conditions must be met:

1. The GSA Form 2957 must contain a sufficiently detailed scope of work, including the location, type and amount of work, and the required completion date. If plans, drawings, or other materials are essential to determine a complete and accurate scope of work, they must accompany the GSA Form 2957.
2. The GSA Form 2957 must be fully processed, including completion of the request, estimate, and certifications sections, and it must be entered into the GSA accounting system prior to the fiscal year closing.
3. Projects which are accepted into the GSA accounting system in the current year for completion in a future year must be actively pursued to completion.
4. For major alterations requiring design work in order to determine a firm fixed price estimate for construction and supervision of the project, the GSA Form 2957 may be for design work only. In such cases, the GSA Form 2957 will be required from the requesting agency to fund the estimated costs of construction and supervision of the project when such costs are determined.

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5. The GSA Form 2957 may be processed in the current year if a requesting agency is citing multiple-year or no-year appropriations as a source of funding and so certifies in Block 14 and if the work can be started within the year(s) the funds are available to the requesting agency for obligation.

In order to be responsive to your current fiscal year requirements, major alterations request must be submitted to GSA by Friday, August 12, 1988.

Sincerely,

A handwritten signature in cursive script, appearing to read "L. Pearson".

Lewis M. Pearson
Assistant Regional Administrator for
Real Property Management and Operations

General Services Administration

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Washington, DC 20407

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